



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

TASK LIST FOR AP MEMOS AND FORMS

It is the Superintendent's/Senior Manager's responsibility to ensure that the elements listed below have been incorporated into the AP Memo, Form or Appendix that is being submitted.

REVIEWER'S TASKS

1. Superintendent/Senior Manager was notified and approval was granted for the edits.
2. Executive Administrative Assistant to the Director was notified.
3. **If Creating New AP Memo:** new AP Memo number was obtained (also for forms or appendices).
4. **If Editing Existing Content:** copy of current memo, form or appendix was obtained.
5. Due diligence re conflicting or duplicate policies and forms was considered. (Determined if this document should be an appendix to an existing policy.).
6. Form titles are descriptive; as discussed with the Systems Workflow Analyst.
7. All forms, reports and appendices have been referenced and explained within the memo and/or Staff Procedures.
8. Clear and plain language has been used for maximum readability.
9. 'Private forms, reports, etc. have been noted in the AP Memo.
10. No specific information has been used that will become outdated (i.e. title versus employee names).
11. Notice of Collection regarding privacy and information management has been included.
12. Risk Statements have been included where applicable.

EXECUTIVE ADMINISTRATIVE ASSISTANT (OR PERSON TYPING THE EDITS) TASKS:

1. Current template was used; DRAFT watermark on memo.
2. Header and footer were updated.
3. Forms only: bottom left – completed by, description of use and retention are included and accurate.
4. Order of Headings has been preserved.
5. Font/background colours meet Accessibility for Ontarians with Disabilities (AODA) requirements.
6. Accessibility Statement included at top of each document.
7. Heading styles embedded in the template have been used.
8. Bold font has been used only for titles, headlines, key words and phrases/passages.
9. Upper case letters have been used for acronyms and short headings (no sentences in all upper case).



10. Acronyms – the first occurrence of the word has been spelled out.
11. Underlining appears only for hyperlinks.
12. Links contain specific text.
13. Text is left aligned.
14. There is no automatic hyphenation of words.
15. There is no italic font in the document.
16. Tables have been avoided where possible.
17. Bulleted/numbered lists have been used to break up lengthy material.
18. Labels appear to the right of checkboxes.
19. Alt Text has been added to graphics and images.
20. There is no entry in the 'Title' field when saving files (File tab).
21. Memo, forms and appendices have all been saved as separate files.
22. Files have been saved with mandatory structured file names OR have been updated with the same file names as the previous versions.